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| |  | | --- | | **InfoPro 10/20/30 PowerPoint Evaluation – Mr. Jurgens**  **Student Name/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

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| CATEGORY | 4 | 3 | 2 | 1 |
| **Sequencing of Information through following instrcutions** | Information is organized in a clear, logical way. It is easy to anticipate the type of material that might be on the next slide. | Most information is organized in a clear, logical way. One slide or item of information seems out of place. | Some information is logically sequenced. An occasional slide or item of information seems out of place. | There is no clear plan for the organization of information. |
| **Use of transitions and animations** | The student effectively used transitions and animations that made their presentation outstanding | The student used animations and transitions to make for a good presentation. | The student used transitions and animations adequately | The student used transitions and animations improperly (overuse) or did not use them at all. |
| **Use of Graphics/Template** | All graphics are attractive (size and colors) and support the theme/content of the presentation. | A few graphics are not attractive but all support the theme/content of the presentation. | All graphics are attractive but a few do not seem to support the theme/content of the presentation. | Several graphics are unattractive AND detract from the content of the presentation. |
| **Text - Font Choice & Formatting** | Font formats (e.g., color, bold, italic) have been carefully planned to enhance readability and content. | Font formats have been carefully planned to enhance readability. | Font formatting has been carefully planned to complement the content. It may be a little hard to read. | Font formatting makes it very difficult to read the material. |

If the student is presenting to the class, this criteria will be added to the evaluation

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| **Ability to effectively communicate to audience** | Student is confident in speaking to the class. They are using their presentation slides only as a reminder of what they are speaking about. They are speaking to the class and not to the screen. | The student reads off of the presentation slides now and then but it is not distracting. They seem to have an understanding of what they are presenting. | The student reads off of the presentation slides for the majority of the time. They seem to have a general idea of what they are speaking about. | The student reads off of the presentation slides throughout the whole presentation. Does not seem to have an understanding of what they are presenting. |

Percentage:\_\_\_\_\_\_